



MISSOURI DEPARTMENT OF MENTAL HEALTH

RON DITTEMORE, DEPARTMENT INTERIM DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.180

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE 10/15/06	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Holiday Credit		AUTHORITY Section 630.050 RSMo 1 CSR 20-5.010	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Administration			SUNSET DATE 7/1/10	

PURPOSE: Prescribes department policy for implementing merit rules on holiday credit.

APPLICATION: Applies to the entire department.

(1) As used in this DOR, unless the context clearly requires otherwise, the following terms mean:

(A) Appointing authority: Department director for employees not assigned to divisions or facilities, division director for division employees not supervised by department director or facility heads, the head of a facility for facility employees; or any of their designees.

(B) Full time employees: Are scheduled to be in pay status the maximum number of work hours in a pay period on a reoccurring basis.

(C) Part time employees: Are scheduled to be in pay status less than the maximum number of work hours in a pay period on a reoccurring basis.

(D) Holiday: A period of eight (8) hours designated by the Governor or the President of the United States as a paid holiday.

(2) It is the responsibility of the appointing authority to appropriately staff the facility.

(A) An employee shall be granted equal compensation in time off as staffing permits, or at the discretion of the appointing authority, straight-time cash compensation when required to work on a holiday in compliance with DOR 6.197 and 1CSR 20-5.010 of the Merit System Rules. Refer to DOR 6.197 for information regarding the payment of holiday time for certain employees.

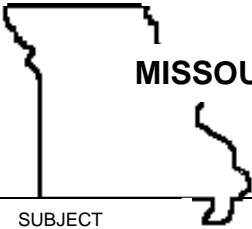
(B) If an employee is scheduled to work on a holiday and calls in sick, the employee shall be charged with a holiday taken (HC). The time shall not be considered as an occasion of sick leave unless the employee has a pattern of attendance problems which are documented in the personnel file.

(3) Full time employees:

(A) Scheduled to take holidays as they occur shall receive full holiday credit provided they are in pay status the day before or after the holiday regardless of the number of total hours in pay status in the month;

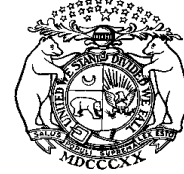
(B) Not scheduled to take holidays as they occur shall be credited with eight (8) hours holiday credit, per holiday.

(C) Shall not receive credit for a holiday which occurs after they have ceased active duty preliminary to separation from service.



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SUBJECT	EFFECTIVE DATE	NUMBER OF PAGES	PAGE NUMBER
Holiday Credit	10/15/06	2	2 of 2

(4) Part time employees:

- (A) Shall receive holiday credit at the end of each pay period after the number of hours in pay status has been determined in compliance with the Merit System Rules;
- (B) Holiday time is counted in the pay period pay status calculations.

(5) Employees shall complete the DMH Form 13A when recording time worked on holidays with the code.

- (A) All requests to take or earn holiday compensatory leave shall be submitted to and approved by the supervisor prior to its occurrence.

(6) An employee may not earn more than eight (8) hours of holiday time for any holiday occurrence, regardless of the number of hours worked or scheduled. For example, an employee who normally works ten (10) hours per day earns only eight (8) hours of holiday time. A full-time employee whose work schedule for a holiday normally exceeds eight (8) hours and does not work the holiday may either use annual or compensatory leave or may adjust the work week's schedule by working two additional hours with supervisory approval in order to be in pay status for forty (40) hours in the week.

History: Original DOR effective April 1, 1986. Amendment effective February 2, 1992. Amendment effective July 1, 1996. Amendment effective July 1, 2002. Amendment effective January 15, 2003. Amendment effective July 1, 2006. Amendment effective October 15, 2006.